



Request for Quotes

December 28, 2004

Project: Arts Education Resources Initiative Design and Printing

RFQ Responses Due: January 20, 2005

Project Completion: June 15, 2005

Total Contract: \$35,000

The Washington State Arts Commission (WSAC) is requesting quotes from qualified publication/design firms to produce and deliver documents in print and electronic formats. This project, funded by Washington Mutual, will provide educators and community leaders with a 30-40 page document, a pamphlet, and a web page section. The documents, which have been written by contracted researchers, include data on the current status of arts education, as well as replicable proven practices. The selected design firm will be advised by the researchers and will report to WSAC staff.

Scope of Work

- Work with WSAC and the contracted researchers, following their vision of the documents and providing them with advice to accomplish their vision.
- Design and print the 30-40 page hard copy document and pamphlet. This will include, editing, formatting and designing, attaining necessary reviews and approvals, and coordinating all aspects of print.
- Design web-ready product for posting to WSAC website, including format and design, preparation and editing of text, attaining necessary reviews and approvals.
- Stay within the \$35,000 budget, which includes printing costs.

The project end date of June 15 is the latest date at which all aspects of this contract must be completed.

Project Description

The Arts Education Resources Initiative is a project of the Washington State Arts Commission, a state agency, and is funded by a generous grant from Washington Mutual. The overall project budget includes funding from Washington Mutual to contract with a researcher and design and print appropriate document/s. WSAC administers this project.

Proposals

If you are interested in contracting for the design and printing of the documents, as well as editing and design of the web page portion, please submit the following to the WSAC office by 5 p.m., Thursday, January 20, 2005. This is not a postmark deadline.

- ✓ Letter of interest that briefly provides information on your company's experience as relevant to this work
- ✓ Scope of services narrative that includes other contractors (web page designer and/or printing company) you plan on working with
- ✓ Timeline
- ✓ Budget that provides clarity on each line item
- ✓ At least three and not more than six sample documents you have designed/produced, including print and electronic documents

Criteria

The following criteria will be used to select the most qualified candidate for the project.

- Ability to produce and deliver print and web products or experience in contracting with other provider/s to produce coordinated publications and web pages
- Clear and appropriate budget
- Superior work samples

Process Timeline

RFQ Responses Due: January 20, 2005

Selection of contractor: March 2005

Project Completion: June 15, 2005

For More Information

Please contact Linda Bellon-Fisher, Arts in Education Program manager, at LindaB@arts.wa.gov or (360) 586-2418.

Submissions are due no later than 5 p.m., Thursday, January 20 2005. This is not a postmark deadline. Submit to:

Linda Bellon-Fisher
Washington State Arts Commission
POB 42675
Olympia, WA 98504-2675

Street Address:
Evergreen Plaza
711 Capitol Way South, Suite 600
Olympia WA 98501